

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CODES ENFORCEMENT OFFICER**

Jurisdictional Class: **Competitive (*Non-Competitive for Part-time & Under 5,000 Population*)**
Date Adopted: **Oct. 1, 1998**
Date Revised: **June 15, 1999; 12/06**
Jurisdictions: **Towns & Villages**
Union Status:
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: A Codes Enforcement Officer enforces the New York State Uniform Fire Prevention and Building Code, Multiple Residence Law and local zoning and land use codes and regulations. In some municipalities the officer may enforce additional local codes. Incumbents work under general supervision. Officers typically do both office and field work and have a wide leeway in exercising independent judgment within established limits. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Interprets the New York State Uniform Fire Prevention and Building Code and local zoning and land use codes and regulations;
Meets with permit applicants, contractors and others to explain codes and compliance procedures and establish inspection schedules;
Examines and either approves or denies permit applications;
Collects fees;
Inspects work sites and buildings and observes work in progress to determine compliance with building, fire, zoning and land use regulations and approved plans;
Examines footers, foundations, back-filling, framing, roofing and siding, and electrical, plumbing, heating, ventilating, to ensure compliance with applicable regulations, permits and plans;
Verifies distances, dimensions, levels, alignments and elevations;
Investigates and follows up on complaints;
Serves violation notices and issues permits, stop work orders, certificates of occupancy and condemnation notices;
Orders correction of illegal or unsafe conditions in accordance with applicable laws and regulations and established procedures;
Institutes enforcement proceedings when necessary and assists in prosecuting violators;
Performs follow-up inspections to determine if violations are corrected;
Maintains skills by attending training and conferences;
Attends and participates in a variety of meetings;
Prepares a variety of reports, documents and correspondence and maintains a variety of files;
Supervises Codes Enforcement Assistants and/or assigned clerical staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the New York State Uniform Fire Prevention and Building Code, Multiple Residency Law and local zoning and land use regulations; good knowledge of modern construction materials and techniques; working knowledge of electrical, heating, plumbing and ventilation systems; ability to understand oral and written instructions, blueprints and construction plans; ability to maintain effective working relationships with government officials, contractors and the public; ability to understand and interpret technical construction and legal regulations and procedures.

Last Reviewed: n/a
Last Updated: June 15, 1999; 12/06
Reviewed By: n/a
Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

- (A) An associate degree in engineering, architecture technology or building trades, **OR**
- (B) A high school diploma or equivalent and two (2) years of experience in building construction, building inspection, code enforcement, safety work or fire safety and prevention work, **OR**
- (C) Possession of a valid New York State Code Enforcement Training Certificate and one (1) year of experience in building construction, building inspection, code enforcement, safety work or fire safety and prevention work, **OR**
- (D) An equivalent combination of education and experience as defined by the limits of (A) and (B)

NOTE: Experience requirements are based on full-time work (a minimum of 35 hours a week). A month of experience shall mean at least four 35-hour weeks. Experience may be pro-rated: Two months of half-time experience is the equivalent of one month of full-time experience. Plus, satisfactory service as a volunteer firefighter in training, inspection, prevention and extinguishing activities is acceptable experience at a rate of 1,750 hours of service being equal to one year of work experience under (B) or (C) above.

SPECIAL REQUIREMENTS: Must the ability to enforce the Uniform Code and conform to the requirements of 19 NYCRR Part 1203 (Uniform Code: Minimum Standards for Administration and Enforcement) and to stay up to date with the requirements.